

Message Text

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ACTION L-03

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FM AMEMBASSY WARSAW

TO SECSTATE WASHDC 6036

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E.O. 11652: N/A

TAGS: AODE PL

SUBJ: PROPOSED CONTRACTUAL EMPLOYMENT OF DEPENDENT SON OF EMBASSY
OFFICER

REF: DEPARTMENT'S A-5043, DTD 10/15/76

1. THE EMBASSY SEEKS THE DEPARTMENT'S GUIDANCE AS REQUIRED BY
REF BEFORE CONCLUDING A CONTRACT WITH THE DEPENDENT SON OF AN
EMBASSY OFFICER FOR DEVELOPMENTAL SERVICES IN CONNECTION WITH
THE ESTABLISHMENT WITHIN THE EMBASSY OF A WORD PROCESSING CENTER.
(WPC).

2. THE PROPOSED CONTRACT WOULD BE FOR SERVICES OF A ONE-TIME
RATHER THAN OF A CONTINUING NATURE AND WOULD TERMINATE AS SOON
AS THE WPC BECOMES FULLY OPERATIONAL. THE CONTRACTOR WOULD BE
REQUIRED TO:

 A. COORDINATE WITH MANUFACTURER'S REPRESENTATIVES ON ALL
 MATTERS CONCERNING INSTALLATION OF EQUIPMENT;

 B. SURVEY UNCLASSIFIED RECORDS AND CORRESPONDENCE ON A
 SECTION-BY-SECTION BASIS TO IDENTIFY MATERIAL SUITED TO PROCESS-
 ING BY WP TECHNOLOGY;

 C. DEVELOP, IN CONJUNCTION WITH ACTION OFFICERS, INVENTORIES
 OF HIGH-FREQUENCY TEXTS, RECORDS AND REPORTS TO BE STORED ON
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MASTER TAPES;

 D. IDENTIFY LOCAL EMPLOYEE CANDIDATES FOR WP TRAINING AND
 MONITOR THEIR TRAINING BY MANUFACTURER'S REPRESENTATIVES OR
 THROUGH THE USE OF SELF-INSTRUCTION MATERIALS;

 E. DEVELOP LOCAL FORMS TO BE USED IN REQUESTING WPC SERVICES

AND IN RECORDING UNITS OF WORK PERFORMED TO AID IN COST ALLOCATION AMONG END-USERS;

F. DEVELOP USERS' AND OPERATORS' MANUALS, DRAWING ON MANUALS CURRENTLY IN USE AT EMBASSIES BONN AND COPENHAGEN;

G. SUPERVISE STORAGE OF HIGH-FREQUENCY RECORDS, REPORTS AND TEXTS SELECTED FOR STORAGE ON MASTER TAPES;

H. PROVIDE LIAISON BETWEEN ADMINISTRATIVE MANAGEMENT, WP OPERATORS AND ACTION OFFICES TO INSURE OPTIMUM UTILIZATION OF THE WPC BASED ON RECOGNITION OF AND RESPONSIVENESS TO THE MOST URGENT WP REQUIREMENTS OF ACTION OFFICES AND ON FULL AWARENESS BY ACTION OFFICERS OF WPC SERVICES AND CAPABILITIES, INCLUDING ADVANTAGES VIS-A-VIS TRADITIONAL WP METHODS.

3. WE PLAN TO STAFF OUR WPC, WHEN OPERATIONAL, WITH BILINGUAL FSL EMPLOYEES, REPROGRAMMING POSITIONS WITHIN THE EMBASSY FROM SECTIONS WHICH BENEFIT MOST DIRECTLY FROM THE WPC. THE INITIAL DEVELOPMENTAL WORK, HOWEVER, REQUIRES ORGANIZATIONAL AND TECHNICAL SKILLS AND FAMILIARITY WITH INFORMATION STORAGE AND DATA PROCESSING TECHNIQUES IN ADDITION TO THE CLERICAL AND LINGUISTIC SKILLS WHICH ORDINARY WPC OPERATORS WILL REQUIRE. AS WE HAVE BEEN UNABLE TO IDENTIFY ANY CURRENT OR POTENTIAL FSL EMPLOYEES WITH THE NECESSARY QUALIFICATIONS FOR THE DEVELOPMENTAL WORK, AND AS THIS WORK WILL BE OF LIMITED DURATION, IT APPEARS BEST SUITED TO PERFORMANCE UNDER CONTRACT.

4. THE BEST QUALIFIED PROSPECTIVE CONTRACTOR IS DAVID A. BROWN, UNCLASSIFIED

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20-YEAR OLD DEPENDENT SON OF CHARGE CARROLL BROWN. DAVID BROWN, A UNIVERSITY STUDENT TEMPORARILY IN WARSAW, HAS PREVIOUS EXPERIENCE WITH INFORMATION AND DATA STORAGE AS AN ASSISTANT FINANCIAL LIBRARIAN, AND WITH TYPEWRITERS, TELEX EQUIPMENT AND OTHER OFFICE MACHINERY AT OECD, PARIS, WHERE HE SERVED AS AN AUXILIARY SECRETARIAL EMPLOYEE. BEFORE LEARNING OF MR. BROWN'S AVAILABILITY, THE EMBASSY HAD SEARCHED UNSUCCESSFULLY FOR MONTHS TO FIND SOMEONE WITH THE COMBINATION OF SKILLS NEEDED TO DO THE WPC DEVELOPMENTAL WORK. MR. BROWN'S EXPERIENCE AND PERIOD OF AVAILABILITY MAKE HIM AN IDEAL CANDIDATE.

5. AS A CONTRACT EMPLOYEE, DAVID BROWN WOULD NOT BE DIRECTLY SUPERVISED BY HIS SPONSOR OR BY ANY OTHER USG EMPLOYEE, ALTHOUGH HIS PERFORMANCE UNDER THE TERMS OF THE CONTRACT WOULD, OF COURSE, BE MONITORED BY THE ADMINISTRATIVE OFFICER. MR. BROWN'S PROPOSED SELECTION TO PROVIDE SERVICES UNDER THIS CONTRACT IS BASED SOLELY ON HIS QUALIFICATIONS, AND IS IN NO WAY A RESULT OF HIS FAMILY CONNECTIONS.

6. IN ACCORDANCE WITH REF., THE EMBASSY SEEKS ASAP DEPARTMENT
GUIDANCE AND CONCURRENCE IN THE AWARD OF THE WPC DEVELOPMENTAL
CONTRACT TO MR. DAVID BROWN.
BROWN

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